



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

August 8, 2008

School Name

LEA Name

Address

Address

Dear Principal:

Recently, the Arizona Department of Education (ADE) released the Adequate Yearly Progress (AYP) determinations for all schools and districts as required by the *No Child Left Behind Act* (NCLB). Title I schools that do not make AYP for two or more consecutive years must be identified for Title I School Improvement. **According to our records, your school did not make AYP or made AYP and is currently “frozen” in Title I School Improvement – Year 4 (Planning to Restructure).**

Please note that you may appeal this school improvement label, but you should *register for and attend the School Improvement and Intervention Forums as required. A team of two to four people from your school is required to attend the School and Improvement and Intervention Forums. Team members could include but not be limited to the following: School Principal; School Improvement Team Members; and/or the Federal Programs Director.*

The School Improvement and Intervention Forum registration link is as follows:

<http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp>.

If your school improvement appeal is successful, you will be able to cancel the Forum registrations without cost to your school.

Section 1116 of NCLB requires that schools that do not make AYP for two or more consecutive years must be identified for Title I School Improvement. Once a Title I school is identified for improvement, it must make AYP for two consecutive years in the same indicator before it is removed from improvement status. The consequences escalate for each subsequent year of not making AYP in the same indicator. A school in improvement will be “frozen” in its current status the following year if it makes AYP in the same indicator (Spring 2007). A second year (Spring 2008) of making AYP in the same indicator results in removal from Title I School Improvement.

As a result of being identified for Title I School Improvement – Year 4 (Planning to Restructure), your school is eligible for the following grant amount to assist in revising and implementing the Arizona School Improvement Plan (ASIP):

Name of School

Title I School Improvement – Year 4 Grant Amount

SCHOOL IMPROVEMENT – PLANNING FOR RESTRUCTURING AND FROZEN IN PLANNING FOR RESTRUCTURING	
DISTRICT/CHARTER HOLDER RESPONSIBILITIES	SCHOOL PRINCIPAL RESPONSIBILITIES
<ul style="list-style-type: none"> Required attendance at the September Fall Process Forum. To register go to www.ade.az.gov and click on the <i>Calendar of Events</i> and select the date of one of the following one-day forums : <ul style="list-style-type: none"> 9/8 Phoenix - Desert Willow Conference Center 9/9 Phoenix - Desert Willow Conference Center 9/15/08 Flagstaff – High Country Conference Center 9/16/08 Flagstaff – High Country Conference Center 9/22/08 Tucson – Holiday Inn Palo Verde 9/2/08 Tucson – Holiday Inn Palo Verde 	<ul style="list-style-type: none"> Required attendance at the September Fall Process Forum. To register go to www.ade.az.gov and click on the <i>Calendar of Events</i> and select the date of one of the following one-day forums : <ul style="list-style-type: none"> 9/8 Phoenix - Desert Willow Conference Center 9/9 Phoenix - Desert Willow Conference Center 9/15/08 Flagstaff – High Country Conference Center 9/16/08 Flagstaff – High Country Conference Center 9/22/08 Tucson – Holiday Inn Palo Verde 9/2/08 Tucson – Holiday Inn Palo Verde
Required attendance at the following School Improvement and Intervention Forums: October 6 or 7 Tucson – Westward Look Resort 20 or 21 Phoenix – Desert Willow Conference Center	Required attendance at the following School Improvement and Intervention Forums: October 6 or 7 Tucson – Westward Look Resort 20 or 21 Phoenix – Desert Willow Conference Center

<p>October – continued 27 or 28 Flagstaff – High Country Conference Center</p> <p><u>November</u> 3 or 4 Tucson – Westward Look Resort 5 or 6 Phoenix – Desert Willow Conference Center 20 or 21 Flagstaff – High Country Conference Center</p> <p><u>January</u> 8 or 9 Tucson – Westward Look Resort 13 or 14 Phoenix – Desert Willow Conference Center 26 or 27 Flagstaff – High Country Conference Center</p> <p><u>May</u> 5 Phoenix – Desert Willow Conference Center 6 Tucson – Westward Look Resort 7 Flagstaff – High Country Conference Center</p> <p>To register for the above-listed forums, go to www.ade.az.gov and click on the <i>Calendar of Events</i> logo and select the date of your forum choice.</p>	<p>October – continued 27 or 28 Flagstaff – High Country Conference Center</p> <p><u>November</u> 3 or 4 Tucson – Westward Look Resort 5 or 6 Phoenix – Desert Willow Conference Center 20 or 21 Flagstaff – High Country Conference Center</p> <p><u>January</u> 8 or 9 Tucson – Westward Look Resort 13 or 14 Phoenix – Desert Willow Conference Center 26 or 27 Flagstaff – High Country Conference Center</p> <p><u>May</u> 5 Phoenix – Desert Willow Conference Center 6 Tucson – Westward Look Resort 7 Flagstaff – High Country Conference Center</p> <p>To register for the above-listed forums, go to www.ade.az.gov and click on the <i>Calendar of Events</i> logo and select the date of your forum choice.</p>
<ul style="list-style-type: none"> Notify parents of the reasons for identification. Set aside up to 20% of the LEAs Title I budget to provide all parents the option of: <ul style="list-style-type: none"> Public School Choice – pay for transportation for any student enrolled in the school, giving priority to the lowest-achieving children from low-income families, who opts to transfer to another school within the LEA that is not identified for Title I School Improvement or Supplemental Educational Services – free tutoring, provided by an ADE approved provider, for students identified as the lowest income and lowest performing 	<ul style="list-style-type: none"> Provide opportunities for parents to become involved in addressing the issues that caused the school to be identified for school improvement. Provide parents the option of: <ul style="list-style-type: none"> Public School Choice or Supplemental Educational Services Involve teachers and parents in the development of the restructuring plan <ul style="list-style-type: none"> Provide for public input before implementing the restructuring plan
<ul style="list-style-type: none"> Collaborate with Title I School Improvement Education Specialists to prepare a plan to implement at the beginning of the next year. The plan must include one of the following alternative governance arrangements for the school: <ul style="list-style-type: none"> reopen the school as a charter school replace all or most of school staff, including principal, if necessary, or any other major restructuring of the school's governance that makes a fundamental reform in order that the school will meet AYP 	<ul style="list-style-type: none"> Submit Plan for Restructuring to: douglas.price@azed.gov Report #1 due November 13, 2008 Report #2 due April 23, 2008 <p>Report Forms will be provided to you on or before October 1, 2008 by the Title I School Improvement Education Specialist assigned to your school.</p>
<ul style="list-style-type: none"> Assist the school in revising ASIP. Review and approve the ASIP prior to submittal to ADE. Offer the school technical assistance as it implements the ASIP 	<ul style="list-style-type: none"> Revise the Arizona School Improvement Plan (ASIP) using new template within 90 days of identification and submit to ADE by December 2, 2008 through the IDEAL web portal at: http://www.ideal.ade.az.gov Implement the ASIP Meet with ADE Title I School Improvement Education Specialist to assist the school in implementation of ASIP
<ul style="list-style-type: none"> Ensure the school's Title I budget includes a 10% set aside of school expenditures for professional development and to assist instructional staff to become highly qualified. 	<ul style="list-style-type: none"> Set aside not less than 10% of the school's Title I funds for professional development and to assist instructional staff to become highly qualified.
<ul style="list-style-type: none"> On behalf of each school, the district must <ul style="list-style-type: none"> Apply for Title I School Improvement Grant (Title I School Improvement Grants will be available September 1, 2008. Organize technical assistance 	<ul style="list-style-type: none"> Utilize School Improvement Grant funds as described in the Title I School Improvement Grant application.

The following information describes school improvement responsibilities in more detail.

ARIZONA SCHOOL IMPROVEMENT PLAN

The first step in the improvement planning process is to involve as many stakeholders as possible in a comprehensive needs assessment, utilizing the *Standards and Rubrics for School Improvement*. This instrument may be downloaded from ADE's website at: <http://www.ade.az.gov/schooleffectiveness/STDSRUBRIC.pdf>. Schools should then review the evidence gathered to determine the strengths and limitations and write goals with supporting strategies based on this evidence to assist the school in making AYP. The ASIP is designed to assist schools in using data to target all academic and/or non-academic goals to specifically address the reason(s) for not making AYP. **The web-based ASIP is available online via IDEAL web portal at <http://www.ideal.ade.az.gov>.**

PARENT NOTIFICATION

A district/charter holder shall promptly provide parent notification of each student enrolled in an elementary school or a secondary school identified for school improvement. **The required components of the parent notification** include:

- an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the district/charter holder involved and the state;
- the reasons for the identification;
- an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- an explanation of what the district/charter holder is doing to help the school address the achievement problem;
- an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- an explanation of the parents' option to transfer their child to another public school that is not in school improvement or to obtain supplemental educational services for the child.

The required template letter and the instructions to compare the school's academic performance may be found at: <http://www.ade.az.gov/intervention>

PUBLIC SCHOOL CHOICE/SUPPLEMENTAL EDUCATIONAL SERVICES

Districts/charters receiving funds under Title I are required to make Public School Choice (free transportation to a school not identified in need of improvement per NCLB) available to all students in Title I schools identified for improvement. Parents must be given at least two choices of schools that meet this requirement to which the parent may transfer their child. The district/charter is responsible for paying all or a portion of the transportation necessary for the implementation of Public School Choice. School districts may also consider forming a cooperative agreement with another district or charter for parents to transfer their child(ren).

Parents of students identified as the lowest income and lowest achieving must be offered free tutoring by an ADE approved provider. The ADE approved list of providers is available at <http://www.ade.az.gov/asd/Title1/SES/providers>. Districts and providers must use the ADE Supplemental Educational Services Agreement <http://www.ade.az.gov/asd/Title1/SES> which includes the description of services, the individual student goals, progress monitoring, and communication by the provider to the parent and district.

Questions regarding the Restructuring Planning Title I School Improvement process may be directed to Douglas Price at douglas.price@azed.gov or by calling 602-542-1562.

Sincerely,

Kimberly Allen

Kimberly Allen
Deputy Associate Superintendent
School Improvement and Intervention

Nancy Konitzer

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Deputy Associate Superintendent
Title I and NCLB Consolidated Activities